ARNOLD SCHWARZENEGGER
GOVERNOR

OFFICE OF THE GOVERNOR
STATE CAPITOL
SACRAMENTO, CA 95814

(916) 324-8908 TELEPHONE
(916) 323-9633 FAX

OFFICE OF HOMELAND SECURITY

GRANT MANAGEMENT MEMORANDUM

2006-003

Date: June 7, 2006

To: All Governors' Office of Homeland Security (OHS) Subgrantees

From: Grants Management Section

RE: Questions and Answers from FY 06 Homeland Security Grant Program (HSGP) Application Workshops – April 2006

APPLICATION SPECIFIC

Q: What is the due date for the application for Operational Areas, Urban Areas, State Agencies, and Port Authorities?
A: Friday, June 30, 2006.

Q: Will the UASI applications also be due June 30, 2006?
A: Yes.

Q: Since this year's application is not competitive, is the June 30th date for real? What happens if you miss the June 30, 2006, deadline for applications?
A: You will NOT be considered for funding.

Q: Will your office accept hand-delivered applications?
A: No, we will not.

Q: Will there be an allocation to each Operational Area (OA) and will it be competitive?
A: FY06 will not be competitive for the OAs and the allocation will most likely be similar to last year. FY07 will be competitive.

Q: Are the Operational Areas (OA) competitive with each other this year?
A: No, beginning next year (FY07).

Q: Is MMRS (Metropolitan Medical Response System) competitive?

A: No. MMRS, EMPG (Emergency Management Performance Grant) and CCP (Citizen Corps Program) were not competitive in FY2006. "How much" is basically the same as last year. Information Bulletin 202 or 203 may have the amounts. All of the Citizen Corps funds went to the California Service Corps.

Q: Is there any Citizen Corp Program (CCP) money this year and who gets the money?

A: Yes, there is CCP funding this year and it goes to the California Service Corps.

Q: Regarding the 20/20/20/40 split, is the 20% held back by the state included?

A: That is a different split. The state is required to pass along 80% to the sub-grantees (80/20 split).

Q: If the application is incomplete, will it still be accepted and evaluated?

A: That will be determined on a case-by-case basis. Sub-grantees should work with their representatives to ensure all application materials are included (OHS is developing a "checklist" for the sub-grantees to use).

Q: What if the sub-grantees want to put something different in the workbook drop down boxes – is that allowable?

A: No. Only those options listed should be selected (the only option available would be "pending" for some exercise or training information).

Q: Is the Financial Management Forms Workbook available on line?

A: Yes. The forms are currently available on the OHS website.

Q: When does the FY06 money need to be spent?

A: May 31, 2008.

Q: When the competitive process begins, will it be a level playing field and will sub-grantees know the criteria we will be evaluated on?

A: Yes.

Q: Since FY06 is a "dry run" for the competitive process, will sub-grantees still see an allocation of funds?

A: Yes.

Q: How does the 10% training requirement fit into the application?

A: The allocation to the sub-grantee (UASI or OA) carries the 10% requirement. Each city must work with their UASI or OA prior to attending the training. This also allows California to alert providers of training in advance of the anticipated demand.

Q: Since the FY06 application is not competitive, does this mean the Operational Areas are getting a lump sum?

A: Probably. Funds will most likely be allocated by formula in FY06 and then competitive in FY07.

Q: What will the formula be?

A: It is still under determination.

Q: Are you using the same formula that you used in the past?
A: We do not know yet.

Q: Is equipment installation a separate line item?
A: Yes. When antennae towers are less than 200 feet it is considered eligible as installation; however, be sure to watch the Davis Bacon requirements.

Q: Do the UASI's need to submit the Financial Management Forms Workbook?
A: Yes.

Q: Do they need a BDW (budget detail worksheet) for what they are going to buy?
A: Yes.

Q: Do we need to go through this new process this year even when it is not competitive?
A: Yes.

Q: Will the work product from this year tie into next year?
A: Yes.

Q: This being a "dry run," will this impact the level of funding?
A: No.

Q: Who will be reviewing the competitive applications?
A: OHS staff.

Q: What is the piece missing this year that will be involved next year?
A: Competitive reviewing and rating by OHS staff.

Q: What about the UASI applications that have already been submitted?
A: Those awards will go directly to the UASI's.

Q: Will the final grant numbers be available after May 31st?
A: Yes, so sub-grantees need to prepare now.

Q: What happens if we do not hear about our award amounts by June 30, 2006, when the applications are due?
A: Submit your application and we can modify them later.

Q: Will the Financial Management Forms Workbook be a part of the FY06 application?
A: Yes.

Q: For the FY06 application, do you want an equipment list?

A: Yes. Your approval body must make decisions quickly, within the next 90 days. Plan for next year's funding using what you received last year, and hopefully we will hear after May 31st what the allocations are going to be.

Q: For multiple Solution Areas and Disciplines in the workbook, could you just duplicate the entry and change the Solution Area and Discipline?
A: Yes.

Q: There usually is more difficulty planning for purchases in the long run when determining costs – is that considered?
A: You will have four (4) opportunities to modify your grant for those types of changes.

Q: Will "matching" funds be required in FY07?
A: Very likely as it demonstrates local commitment to the project.

Q: Is OHS interested in "matching" funds now?
A: Yes, although they are not required at this time.

Q: Can we use federal funds to match our projects?
A: Currently there is NO guidance on that issue, so the answer is "yes" at this time.

Q: Is there any value to indicate matching funds?
A: We did not design any way to capture that this year; however, we have advised sub-grantees to include that information in their application (under Project Description).

Q: Are Emergency Operations Center (EOC) updates "eligible?"
A: Yes. You cannot increase the "footprint" of an EOC, but you can upgrade the existing EOC. Installing equipment is NOT the same as construction. We can raise floors, run wire, and approve the requests on a case-by-case basis for enhancements of an EOC.

Q: Will the application requirements (demonstration of need, grant management capacity, performance milestones, etc.) be used for FY06?
A: No, these are to prepare you for the competitive nature of FY07.

Q: It sounds like the May 31, 2006 deadline may also be pushed back – how should the Operational Areas plan for that?
A: Over estimate your projects, and then you can eliminate some should you be required to do that.

Q: For the training rosters, do sub-grantees need to include names?
A: We are not asking for that yet; however, you will need to produce the names of attendees for the monitors.

Q: Is there a form for equipment purchases?
A: Yes, in the Financial Management Forms Workbook.

Q: Will there be an electronic application submitted?
A: No. We need the hard copy with "wet" signatures by the due date (June 30, 2006).

Q: Is using Federal Express (FedEx) OK for delivery?
A: Yes.

Q: Is the Financial Management Forms Workbook available electronically?
A: Yes, on the ODP Secure Portal and OHS website (www.homeland.ca.gov).

Q: What happens if a single piece of equipment has several different solution areas or disciplines?
A: They will all need to be identified individually.

Q: If the training is designed for multiple disciplines, do these need to be identified?
A: Yes.

Q: Could you have several different funding sources, disciplines, and solution areas that need to be identified?
A: Yes.

Q: Do sub-grantees need to align one (1) Investment Justification and one (1) Goal and Objective per project?
A: Yes

Q: Would it be preferable to submit applications to representatives before time for their review?
A: Program Representatives will be available to provide technical assistance on your application.

Q: What are some poor performance indicators – excessive modifications, funds not spent?
A: All of those, as well as reporting materials not being submitted.

Q: What else do state agencies need to submit?
A: In addition to everything else required, the primary activities for state agencies are listed on page 42 of the application.

Q: Are Metropolitan Medical Response System (MMRS) jurisdictions applying directly to the state?
A: No. The award goes though the Operational Area.

Q: Could you provide an example of the FY06 Application and Financial Management Forms Workbook?
A: We were working on that but ran out of time before the training sessions were scheduled to begin. We are working on making that happen.

Q: Is there any significance to the way the Investment Justifications are listed in your (OHS) application?
A: No.

Q: If the state is restricted to categorical funding, will that be passed along to the OAs?
A: Yes.

Q: Would it be prudent for OAs to plan for categorical funding?
A: Yes (through "what if" scenarios).

Q: Are you (OHS) coming out to monitor us (sub-grantees) and punish us?
A: No. It is not our goal to belittle anyone, rather to help you succeed.

Q: Does the monitoring take the place of an audit?
A: No. Normally the monitoring is programmatic and the audit is financial; our Monitoring and Audit Unit will be reviewing both of those areas.

Q: What about submitting an on-line general ledger report?
A: It still needs to be signed in some way.

Q: Will the FY06 application process include performance milestones even though the application is not competitive this year?
A: Absolutely.

Q: If an Interoperable Communications project cannot get the necessary equipment by the end of the performance period, would that qualify for an extension?
A: All extension requests will be reviewed on a case-by-case basis.

Q: Could a milestone be "the purchase of radios has been made and we are awaiting delivery?"
A: As long as the federal requirement is met that states equipment must be purchased during the reporting period.

Q: Can sub-grantees charge the cost of a delivery bond to the grant?
A: Absolutely.

Q: If sub-grantees get approval for people to attend training, get a tracking/feedback number, and then no one attends – do we delete the feedback number?
A: Yes, but please let the training shop know so that they can update the roster. And just a reminder that the reimbursement will not be paid.

Q: Do sub-grantees have to have timesheets for people attending training, or for those people who are backfilling for those attending?
A: Both.

Q: Where do sub-grantees indicate the names of people attending training?
A: Names are not needed at this time; however, indicate approximately how many people will be attending on either the Training Roster or Exercise Roster in the workbook.

Q: If we have a project for $800,000, where do we put that it will be completed in phases?

A: In the Description Column.

Q: Will the sub-grantee process have to fundamentally change in FY06?
A: Absolutely.

Q: Do sub-grantees need an equipment inventory for the FY06 grant?
A: Yes, including the AEL (Authorized Equipment List) number.

Q: Would it be possible to include all of this application training material on a disc?
A: Absolutely. That is something we are looking into offering in the future.

Q: How should we submit our application (funding amount) if the state does not even know about its own award?
A: As a starting point, base your application on what was received last year.

Q: "Project Name" and "Project Description" in the workbook – are these sub-elements of each other?
A: Yes.

Q: Does the Financial Management Forms Workbook need to be included with the FY06 application?
A: Yes.

Q: What are the Grant Assurances?
A: A listing on the assurance form agreed to by the OAs and UASI's (grant responsibilities).

Q: In the future, will projects be approved / disapproved individually?
A: Yes.

Q: Are the OA/UASI projects supposed to be matched to the fourteen (14) State Investment Justifications?
A: Yes.

Q: The Goals and Objectives appear slightly different this year than last year – is this true?
A: Yes.

Q: Are those eligible for FY06 funding the Operational Areas, Urban Areas, State Agencies, and Ports?
A: Correct.

Q: This "dry run" (FY06 application process) refers to the competitive rating and ranking of the applications, even though we will receive funds based on a formula?
A: No. In the past, the forms were set up like a survey in the application. Those applying told OHS what they wanted to do with the money. This year, after the awards, an exit interview with the representative will show you how your application would have scored without the formula as a learning experience.

Q: Must the 20/20/20/40 (SHSP funds) split actually exist?
A: Yes.

Q: Would "demonstration of need" be considered finishing up projects that we started previously?
A: Yes (also included in the "Status" section of the workbook).

Q: Do you need to explain "financial need?"
A: Not with these particular homeland security funds.

Q: Can we get clarification on the "ODP-Approved" and "Non-SLGCP" course feedback numbers for the FY06 application?
A: If you are using grant dollars for either ODP-Approved or Non-SLGCP courses then you will need to complete the form and get a feedback number.

Q: Do we need the above numbers for the FY06 application?
A: Provide them both if you have them.

Q: What if sub-grantees want to offer a training course for FY06?
A: It is OK to schedule it; however, just be sure the course is approved.

Q: If the sub-grantee has "training" on a certain project for the first twelve (12) months (planning), and in the second twelve (12) months they would like to execute the plan, does the sub-grantee need any course numbers or feedback numbers for the application?
A: We will most likely ask you to submit a course description with the application.

Q: On the FY06 application, do we need to include training and exercises?
A: Yes.

Q: When the state receives its award, will the sub-grantees be notified after that of their award?
A: Yes, after May 31, 2006 (the date the Office of Homeland Security is scheduled to be notified).

Q: Is the Approval Authority agreement and Statement of Certification the same thing?
A: No. The Statement of Certification is for State Agencies.

Q: Is that "written agreement" included in the application?
A: No. By signing the grant assurances, that constitutes the "written agreement."

Q: The Equipment Inventory Ledger – does that include the ten (10) criteria that need to be met for equipment purchases?
A: Yes.

Q: Can some of the exercises in the FY06 application be tentative?
A: Yes, but remember, you will only have 4 opportunities to make modifications.

Q: Are the Goals and Objectives in the supplement what the sub-grantees should use for the FY06 application?

A: Yes.

Q: Is the major change this year the Goals and Objectives?

A: No. Projects should always have been linked with the Goals and Objectives. This year's state strategy has expanded and enhanced the Goals and Objectives.

Q: Should the "need" for the project also be linked to the Investment Justifications?

A: Yes. It should also be related to your Operational Area needs. We are making the psychic shift from "how much money do we get" to "what do we really need."

Q: Are we held to what projects we submit in the FY06 application?

A: Absolutely

Q: Are the Operational Areas competing against the State Agencies?

A: No.

Q: You keep talking about "2-year expenditures" – what does that mean?

A: The grant ends on May 30, 2008, which means it will be a 2-year performance period.

Q: Should we consider 2-year contractors?

A: Yes, if that fits your needs.

Q: What is the performance period for the FY06 grant?

A: May 31, 2006 to May 31, 2008.

Q: Does the OHS need more detailed line-item budgets this year?

A: Yes.

Q: Under "Funding Source" in the workbook, could there be multiple (HSGP, LETPP, UASI) sources?

A: Yes.

Q: With the application deadline approaching, it will be difficult to schedule exercises to determine our "need" within the next ninety (90) days – is OHS aware of that?

A: Yes. You may use documentation from the recent past to demonstrate and support your "need."

Q: Are you considering performance-based criteria for the funding allocations?

A: Yes. This will definitely be a factor in FY07 determinations.

Q: What if we put the dollar amount in the resolution something like "not to exceed this amount" – would that be OK?

A: That would be a good idea.

Q: Is the workbook available on-line and is it required?

A: The workbook is located on the ODP Secure Portal and our website (www.homeland.ca.gov). It will be required for FY06 grants and forward. If you want to use it under your older grants (pre-FY04) you can; however, we do not require it for the earlier (FY03, FY04 and FY05) grants. It is a part of the FY06 application.

Q: What is the "maximum amount authorized" on the coversheet?

A: You will know what amount to include when you submit your application (to be determined after the federal award is announced May 31, 2006).

Q: For the Training and Exercise Roster – does that include proposed training and exercises that we would like to schedule?

A: Yes.

Q: Are there actual definitions for training and exercises?

A: Yes.

FISHER

Q: Is there a CFR (Code of Federal Regulations) that validates that sub-grantees can bypass local procurement policies?

A: We are not aware of any CFR that may support using Fisher Safety over local procurement policies.

Q: Is there state sales tax on Fisher purchases?

A: No. And no shipping/handling fees.

Q: Is there a dollar amount that categorizes Fisher equipment?

A: No.

Q: Is Fisher Prime Vendor for the Operational Areas only, or of the OAs sub-grantee?

A: Fisher will talk to the OA and set up an account for your department.

Q: What about no sales tax with Fisher purchases – is that true?

A: That is what we have been advised by Fisher.

Q: What about the county competitive bid processes for procurements?

A: This does not apply to Fisher purchases (the State has already been through the bidding process for the sub-grantees).

Q: If agencies are using Fisher for equipment purchases, do they get preference over other jurisdictions regarding disencumbered funds?

A: No.

Q: What is Fisher Safety?

A: The Prime Vendor used to purchase equipment (not available to state agencies).

Q: How is Fisher Safety handled with the Automated Ledger System (ALS)?

A: There is a separate spreadsheet, a "Fund Tracking Dashboard," for Fisher purchases.

TRAINING ISSUES

Q: Should the training request form be completed prior to the training?
A: Yes.

Q: What about using FY06 funds to put on a class using your own instructors – does it still need to be approved?
A: Yes.

Q: Are some training courses through CSTI?
A: Yes.

Q: Do training courses need to be OGT-approved?
A: Yes.

Q: Is it OK to have classes and then not claim the time to the grant?
A: Yes.

Q: For training, when the points of contact go to the website and fill out the form, how do you verify what was entered?
A: When the form is submitted, it goes to Alex Cabassa who has the ability to check and will contact the name on the form and will verify if they have the authorization to submit.

Q: Do sub-grantees need approval for training prior to submitting the FY06 application?
A: Yes.

Q: Training and Exercises – how are they reimbursed?
A: Backfill/overtime is not part of the 15% cap on personnel costs from the total grant.

Q: On the training form, do sub-grantees need a new line item for each discipline? What about the number of course attendees? What about the feedback number?
A: Yes, one (1) line for each discipline. Even ODP-approved courses need feedback numbers in advance. The number of attendees anticipated is not required on the application at this time. We do need the feedback number to give our training course providers a "heads up" regarding that particular training need.

Q: On "train the trainer" courses, can we backfill attendees and instructors?
A: On the attendees, yes. For the instructors, they can teach on overtime or backfill after their normal shift, and the instructors themselves can be backfilled.

Q: What about backfill for training – is that included in the 15% cap on personnel costs?
A: No, it is separate.

Q: Are state agencies required to use the mandatory 10% for training?

A: No.

Q: What about non-approved training courses?
A: They need to be approved. Only ODP-approved training courses are allowed.

Q: Is the ODP secure portal for all training and exercises or just major training and exercises?
A: All.

Q: What about costs of printing training materials?
A: Included in the cost of training expendables.

Q: What if the sub-grantee is sponsoring a "train the trainer" course – does it need to have a tracking number?
A: Yes. You should put in a training request for any course, and especially if you are using homeland security funds to pay for them.

Q: What about cost estimates for training – should they be higher or lower?
A: Generally higher.

Q: What is the advantage of using grant funding over P.O.S. T. funding for training?
A: Whatever works best for your agency is acceptable (one is not better than the other).

Q: Do we need a roster of who will be attending the trainings for the application?
A: No names are needed at this time, just an approximate number of those attending.

Q: What about after the equipment is purchased and we need to train with it?
A: That would be more relevant to in-service training.

Q: If the training course has been previously approved in the past, can it still be submitted for reimbursement?
A: Yes. Enter the information into the ODP Secure Portal and submit the reimbursement.

Q: Is there something separate for vendor training that comes with purchased equipment?
A: No. That would be reimbursed as "equipment" and not "training." It is always preferable to include the cost of training in the equipment purchase.

Q: What about training for equipment – is that reimbursable?
A: The training needed to use a piece of equipment is actually considered "equipment" and should be included in the cost of that piece of equipment when purchased.

Q: What about non-OGT approved courses. Are they allowed?
A: No.

Q: If the components of the training are incremental to make sure the class is getting the material – does that need an After Action Report (AAR)?
A: Yes.

Q: It is difficult to plan for training activities this far in advance – is that understood by OHS/DHS?
A: Yes, we and will examine this concern further.

Q: Is there a webpage to direct training personnel at our jurisdiction?
A: Yes. It is located at www.calguard.ca.gov/cajs-hs/training_homepage.htm.

Q: Is POST (Peace Officer Standards and Training) training reimbursable with homeland security funds?
A: First, check to see if the POST course is approved. If it is a POST-eligible course through the grant, then it can be reimbursed.

Q: How do we develop a training course or utilize a training center?
A: Are the courses already in the system? If not, then they need to be approved. Developing training courses is an eligible activity.

Q: Is the state requirement that 10% of funds must be used for training?
A: Yes. You may also use more if desired.

Q: For "Non-SLGCP Courses," what goes in that column?
A: The "feedback number" comes from our training office, with a receipt, and that number goes into the column. When submitting an application you can get the feedback number before you submit the application. If you do not submit training forms in time, then you can put "pending" in that column.

Q: Where does the dollar amount go on the training form?
A: Under "total cost requested for reimbursement."

Q: For ODP-approved classes, do we still need a feedback number?
A: Yes.

Q: Where do we get the feedback number?
A: During the training presentation, the homeland security training unit showed how to do that. Instructions are in the handouts they distributed. The feedback number is what you get back after you enter all of the required information and when the training is approved.

Q: Is there a website for approved training courses?
A: Yes. It will be discussed during the training portion of the workshop. (www.calguard.ca.gov/cajs-hs/training_homepage.htm).

Q: In the future, is there a chance that training will include "natural disasters" as opposed to "terrorist-related", or will training be "relaxed" in any way?
A: WMD/CBRNE training is authorized at the moment; however, we cannot speculate on what might happen in the future.

Q: For "train the trainer" forms – should they be submitted?
A: Yes, because it enables us to get information from the tracking number (which you need for reimbursements).

Q: Suppose you are unsuccessful in getting a grant, but you fill out a training request form and get a feedback number – how are you reimbursed?

A: The request for reimbursement goes to Gary Miller at HSEEP (Homeland Security Exercise and Evaluation Program). The Memorandum of Understanding (MOU) needs to be worked out in advance when there is no grant to pay for the training.

EXERCISE SPECIFIC ISSUES

Q: How do you access the ODP Secure Portal?

A: Contact BJ Bjornson (Winfield.Bjornson@us.army.mil or 916-826-4488).

Q: Can additional voting members be added to the "Gang of Five?"

A: Yes with a 4/5 vote or simple majority (page 8 of the State Guidance)

Q: Are training and exercises related?

A: Yes.

Q: Are exercises required or eligible activities?

A: Eligible.

Q: Can the Improvement Plan (IP) be downloaded to the site?

A: You can "cut and paste" to reflect your exercise.

Q: What is LLIS?

A: Lessons Learned Information Sharing Portal.

Q: Where is the AAR (After Action Report) form located?

A: In the Library of the ODP Secure Portal.

Q: Does the ODP Secure Portal keep version control (i.e., first version, second version)?

A: Yes. It can tell who the last person was to change a document.

Q: Can you see what those changes were?

A: Eventually. The Portal Administrator ends up going to the "back-up" tape of the document. We can very nearly lock down a PDF.

Q: Does participation in Golden Guardian trigger our After Action Report (AAR)?

A: There will be one AAR and it will be on the ODP Secure Portal. If Golden Guardian gave you an Improvement Plan (IP) and AAR, be sure to forward them to the California Military Department (CMD) for inclusion in the Master AAR (to be completed by CMD).

Q: If you have more than one discipline in an exercise, what then?

A: Each discipline gets their own line on the "Exercise" sheet of the workbook.

Q: Is the secure portal just for exercises funded with homeland security money?

A: No.

Q: Can you delete the training and exercise folder on the ODP Secure Portal when you are finished?
A: Yes.

Q: Are the After Action Reports (AAR) searchable?
A: Not at this time.

MISC ISSUES - General

Q: What is the term "sub-grantee?"
A: It refers to the Operational Area (OA) and Urban Area (UA), and they may have their own sub-grantees. The OHS is the State Administrative Agency (SAA) and a sub-grantee of DHS, and we (OHS) in turn subgrant to the OAs, UASIs, Ports, and State Agencies.

Q: What are the Operational Areas?
A: The 58 counties.

Q: What is the PCR?
A: Program Capability Review that was held in January 2006.

Q: What is the AEL?
A: It's the Authorized Equipment List. The 2005 and 2006 version can be found at www.rkb.mipt.org.

Q: Can we talk about the Authorized Equipment List (AEL)? It seems not everything is OK.
A: Actually, the Fisher equipment approval process is pretty smooth now. All equipment "out of context" may not be approved each time.

Q: What is the BSIR and what is the ISIP?
A.   Both are components of the G&T on-line Grant Reporting Tool (GRT). The Initial Strategy Implementation Plan (ISIP) is entered into the system at the beginning of the grant year, and the Biannual Strategy Implementation Report (BSIR) is the progress reporting on the original award, your semi-annual performance report, due January 31st and July 31st.
.
Q: Is there difficulty balancing the Automated Ledger System (ALS) and the BSIR?
A: Yes.

Q: What is a signature from an Authorized Agent?
A: That is what we need; it identifies the authorized signatory for submitting the application on behalf of the approval body.

Q: Do state agencies have an Approval Body?
A: No, they have Signature Authorities.

Q: What is SHSGP and LETPP?

A: State Homeland Security Grant Program (SHSGP) and Law Enforcement Terrorism Prevention Program (LETPP).

Q: What is MMRS?
A: Metropolitan Medical Response System.

Q: Who is the State Agency point of contact?
A: Kris Whitty, OHS program rep (kris.whitty@ohs.ca.gov or 916-323-7734).

Q: Should the OAs be updating their strategies and plans?
A: Yes.

Q: We keep getting extensions, so how are sub-grantees supposed to close out their grants?
A: Those extensions come from DHS (Department of Homeland Security) and we are doing the best we can to close out the older grants.

Q: At what point do you begin taking money back?
A: We are doing that now on a case-by-case basis.

Q: Do you have any problem with sub-grantees buying Interoperable Communications equipment (radios, etc.) before other areas of the IC plan are in place?
A: No.

Q: Should sub-grantees send invoices with their reimbursements?
A: No.

Q: Will there be another class on the Financial Management Forms Workbook?
A: Yes.

Q: When will that be scheduled?
A: As soon as we can get them arranged.

Q: Will the program representatives be making personal visits to the Operational Areas?
A: No. A majority of OHS training will be conducted in group settings (workshops, conferences, and trainings).

Q: What five grants are currently being monitored?
A: FY01, FY02, FY03 Part I, FY 03 Part II, and FY04.

Q: What about getting Board of Supervisor approval that takes forever?
A: Start getting on the agendas and schedules now.

Q: Can planning money be used to attend OHS conferences and workshops?
A: No. Management and Administration (M&A) costs are allowed.

Q: What is the timeline to use the Workbook? FY04? FY05?

A: Preferably FY04 and beyond; however, feel free to use previous materials if you are close to closing out the older grants.

Q: How do we know who is included in the Anti-Terrorism Task Force ("Gang of Five")?
A: Contact your Operational Area.

Q: What are the Grant Assurances?
A: Agreements that the sub-grantees will comply with all regulations of the grant award.

Q: CalJRIES is mentioned in the Director's message – what is that?
A: Our Information Analysis Unit can answer that best.

Q: Are you aware that the county process is difficult in obtaining large pieces of equipment?
A: We understand these issues and they will be evaluated on a case-by-case basis.

Q: How/why is California's expenditure rate so low?
A: Modification process is too liberal (encourages putting off decisions); Hard deadlines and performance milestones are one answer to increased reimbursement rates.

Q: Did OHS do anything to possibly speed up the expenditure process?
A: The Director met with jurisdictions; Conference calls to jurisdictions; and the Deputy Directors met with OAs and UASIs.

Q: Has this information regarding the low expenditure rates been put on the OHS website?
A: No. We are dealing directly with the Approval Authority Body for these jurisdictions and making contact with them.

Q: What is the statewide average expenditure rate?
A: FY04 and FY05 have good expenditure rates; however, older grants were more difficult.

Q: After the monitoring is completed, where does the report go?
A: To the OA, UASI, or State Agency that has the grant award.

Q: Do sub-grantees need a new resolution every year even if it is listed by "position" and not "name" of the individual?
A: Yes.

Q: Do UASI jurisdictions have to complete the workbook for all UASI Investment Justifications?
A: Yes, along with all of the application documents, because the UASI's will be sub-grantees of the state.

Q: Are there any limits on Advances?
A: Primary requirement is that they must be spent within 120 days.

Q: Is the Monitoring Checklist on the OHS website now?
A: No. We are still fine-tuning the website.

Q: Did UASI funding take a cut like HSGP (approximately 50% cut)?
A: No. UASI funding was cut by approximately 10%.

Q: Does that mean OAs can expect half the funding from last year?
A: We are still unsure what the FY06 funding will be.

Q: Where would our personnel costs fall under?
A: Where they are used (Planning, for example). Personnel costs are limited to 15%.

Q: What about contractors?
A: The 15% cap does not apply to contractors.

Q: If the sub-grantees spend 15% of the grant for personnel costs, can they spend another million for contractors?
A: Yes.

Q: Are consultants included in the 15% cap on personnel costs?
A: No.

Q: Are M&A costs included in the 15% cap on personnel costs?
A: No.

Q: Does this mean 15% cap on personnel costs for the Operational Area (OA)?
A: Yes.

Q: What was the overall state application submitted to the Department of Homeland Security (DHS)?
A: $1.34 billion.

Q: Who signs the modifications?
A: Authorized Agent.

Q: Is there a minimum dollar amount on equipment that needs to be accounted for?
A: Every dollar needs to be accounted for.

Q: Is equipment considered $5000 or more?
A: Any item purchased under the "Equipment" category is considered "equipment" no matter the dollar amount.

Q: Is the equipment ledger for all equipment, or is there a threshold?
A: The ledger is for ALL equipment. Any equipment over $5000 must have an ID tag as well as show up on the ledger. All purchases of equipment must show up on a ledger, and for the FY06 application the ledger sheet needs to be filled out.

Q: Does the disencumberance process apply to FY05 grants?
A: No, not at this time.

Q: Do sub-grantees need to supply a note or anything to indicate they are indeed spending funds?
A: No, we need invoices, purchase orders, etc. that show the funds have been expended. We are not asking for your plans to spend the funds. We are asking what has been expended or is on order. All other funds are subject to disencumberance.

Q: Is there a certain date when funds need to be expended?
A: By the end of the grant period.

Q: When will the decision be made to disencumber funds?
A: Is happening now (unless sub-grantees are submitting tangible, factual proof that they are spending funds).

Q: Can the money get to sub-grantees sooner?
A: The reimbursement is in our (OHS) office less than 1 week; unfortunately, the entire process is time consuming but we are doing our best on our end.

Q: How do sub-grantees get on the list for additional projects to be funded?
A: Contact us (OHS) and your representative; these will be evaluated on a case-by-case basis.

Q: Will there be funding allocations specifically to the RTTACs (Regional Terrorism Threat Assessment Center) as there was in the past?
A: Most likely.

Q: Is the final Financial Management Forms Workbook posted to the website?
A: Yes.

Q: What is an example of a "milestone?"
A: PPE purchased within 6 months; Planning/Consultant to be completed in 18 months; will be reviewed on a case-by-case basis.

Q: Does OHS understand that some Interoperable Communications projects take extended periods to complete?
A: Absolutely.

Q: What constitutes "proof" for time spent on the grant?
A: Timesheets.

Q: Where can sub-grantees locate the UTL (Universal Task List)?
A: There is a link on the Training and Exercise webpage (www.calguard.ca.gov/cajs-hs/training_homepage.htm).

Q: Are the PowerPoint slides available?
A: We will post them to the website (www.homeland.ca.gov) once the workshop series is complete.

Q: Can we lump projects together?

A: You are allowed 20 projects, so that much information will be required.

Q: Does the Financial Management Forms Workbook take the place of the Budget Detail Worksheet?
A: The equipment inventory form does that. This is just a project roster.

Q: Where do sub-grantees get delivery bonds?
A: We (OHS) have samples to discuss at future grant management trainings.

Q: Are there size limits on the characters in the forms workbook?
A: We do not know what the limits are; however, try to be brief.

Q: If there was no equipment in FY05 to measure expenditure rates, do sub-grantees need to get the governing body together to decide if they plan to purchase equipment for FY06?
A: Yes, you should schedule a meeting of your Approval Body now.

Q: Is there any reason to think the Port Authorities will receive separate funds?
A: The Ports have access to direct funding from DHS. In FY05, the OHS held out $5 million in funding for the Port Authorities.

Q: Are the sub-grantee allocations 100% formula based?
A: Yes.

Q: Will the sub-grantees have a performance period three (3) months prior to the federal expiration date?
A: Not at this time; however, that may be reinstated at a later date.

Q: Do sub-grantees need to obtain new Approval Authority Body members?
A: No. You may keep the same people but still need to submit their information.

Q: May sub-grantees make multiple changes within a modification?
A: Yes.

Q: Can LETPP and SHSP funds be used for transit, or do they have their own grant?
A: Both may be used for transit purposes.

Q: Wouldn't it be helpful to provide grant administration requirements at the beginning of the grant year?
A: Grant guidance has been issued each year. This past year the OHS grants management section has provided over 50 days of on site training, working groups, conferences, presentations, etc. You also have access to an OHS regional representative through a direct phone line and email address. This OHS regional representative is your technical assistance resources for all grant management questions. Our policy is a response, if not and answer or solution within 48 hours of your call or email.

Q: Is there still an emphasis on regional projects?
A: Yes.

Q: Do you think going competitive nationwide will mean California will get more funding than last year?
A: It is a possibility.

Q: Does the Operational Area need to track MMRS (Metropolitan Medical Response System)?
A: Yes.

Q: Who sets the performance milestones?
A: The Office of Homeland Security (OHS), in conjunction with the sub-grantee.

Q: Are advances allowed in FY06?
A: Yes.

Q: Do you know what areas we are weak in (regarding the state's low expenditure rate) and why we are dead last in the nation?
A: Unfortunately, all areas are experiencing difficulty in spending.

Q: Is a single exercise entered once or could it be for multiple disciplines?
A: It could be for multiple disciplines.

Q: Who will need to sign modifications and reimbursement requests?
A: The Authorized Agent.

Q: What documentation do we need to submit an Advance?
A: Funds may be held for not more than 120 days; Provide us with the name/account number of the Financial Institution that maintains your Interest Bearing Account; Interest returned at least quarterly to the United States Department of Health and Human Services and must be reported to OES Accounting; and all funds not expended within 120 days must be returned to OHS.

Q: What is the "performance bond?"
A: It ensures delivery and acceptance of equipment prior to the end of the grant performance period. Another option is to place money in an "Escrow" account that releases funds at specified intervals.

Q: At the federal level, are the grants competitive?
A: Yes.

Q: When modifying older grants that change the 20/20/20/40 split, does everyone in the Approval Authority need to approve the change?
A: Absolutely.

Q: Is a grant modification different from equipment revisions?
A: It depends. The mechanism to make that change is still considered a modification and will be restricted.

Q: Is EMPG (Emergency Management Performance Grant) processed through OHS?
A: No. It is administered by OES (Office of Emergency Services).

Q: Will the Financial Management Forms Workbook be acceptable to show the Monitoring and Audits Unit?
A: Yes.

Q: Does all equipment need to be tracked – no matter what the level?
A: Yes.

Q: Would it be possible to add "planning" or "organization" timesheets to the Financial Management Forms Workbook?
A. Excellent idea. We will think about incorporating that into the workbook.

Q: If sub-grantees receive an MMRS (Metropolitan Medical Response System) allocation, do they need to create a project for that?
A: Yes. And it may be combined with another project as well.

Q: Are the Financial Management Forms Workbook cells protected?
A: No, but they probably should be.

Q: If there is a change in direction at the federal level, will there be another application workshop for further instruction?
A: Probably not, but definitely conference calls or other means to share that information.

Q: Are the Citizen Corps funds allocated to the Operational Areas?
A: No. All of the funding goes to the California Service Corps; however, locals are allowed to develop Citizen Corps projects (still funded out of SHSP as it was in FY05).

Q: Do we need detailed descriptions for equipment purchases listed on the Equipment Inventory Ledger?
A: Yes.

Q: On the Equipment Inventory Ledger, may the sub-grantees include "Deployed Location" as well as "Purchasing Jurisdiction?"
A: Absolutely.

Q: Will the sub-grantee get the notification letter a little sooner this year?
A: Yes. And once you receive it, then you can begin to execute the award.

Q: What is the news for BZPP (Buffer Zone Protection Program) for FY06?
A: The Buffer Zone and Transit Guidance will most likely be released any day now. Grant Administration will be working with Critical Infrastructure on the process.

Q: Does the State Administrative Agency (SAA) award from DHS come only one (1) time?
A: Yes.

Q: Does federal money include UASI, SHSP, and LETPP?

A: Yes.

Q: What is the total homeland security appropriation available?
A: We will look into that and get back to you.

Q: Does the UASI calculation affect LETPP funding?
A: No. They are separate programs.

Q: What are the criteria for disencumbering funds?
A: Right now it involves those agencies who have funds languishing.

Q: Does the FY04 grant period end in June 2006?
A: No. It ends on November 30, 2006.

Q: Will a copy of the PowerPoint (without such small print) be available?
A: Yes. After the end of the workshops it will be posted to the OHS website
        (www.homeland.ca.gov).

Q: How do you determine the "need" of other groups to receive disencumbered funds?
A: (1) They are able to use the funds within the next ninety (90) days; and (2) They have
        already spent what they previously received.

Q: Does the federal government take "disasters" into account when looking at California's
        low expenditure rate?
A: No.

Q: Who can submit reimbursements to the state?
A: Those sub-grantees who are currently receiving funds from the OHS.

Q: Will the jurisdictions have more of a role in the determination of the sites?
A: Most likely.

Q: Are we locked into the FY06 application (number of projects) for future years?
A: No.

Q: What if Law Enforcement gets all of the money from LETPP, should they still be getting
        any SHSP?
A: They (and everyone) should be getting amounts based on "need".

Q: Is the OHS giving out EMPG (Emergency Management Performance Grants) funding for
        FY06?
A: No. EMPG is handled by OES and in FY06 it is a separate grant.

Q: Will the application requirements be used to generate our need and/or sustainment?
A: Yes.

Q: Don't small local governments have procurement requirements around purchases, so that they are required to keep invoices?
A: Yes.

Q: Can we save these workbook forms on our computer?
A: Yes. That is the beauty of the forms workbook.

Q: Is the website "open" or is it secure like the ODP Portal?
A: Open.

Q: Does OHS make any decisions regarding the Grant Reporting Tool (GRT)?
A: No. That is the federal reporting tool.

Q: What about the UASI's – do they need to complete this application process?
A: Yes, even though they have already begun the process.

Q: Even though the State Administrative Agency (SAA) submitted their application on behalf of the UASI's (who have already created Investment Justifications), do the UASI's still need to submit this application?
A: Yes.

Q: If you have a number of grants that are about to expire, and you cannot complete them, will the funds be disencumbered?
A: Yes.

Q: Some Interoperable Communications projects may need to be completed incrementally – is that OK?
A: Yes. We will work with you to get the money spent.

Q: Some counties have strict procurement procedures – is there any way to speed up the approval process?
A: In FY06, you will need to identify equipment purchases up front and will have immediate approval on those items.

Q: In FY06, we should include equipment lists that will ultimately be approved and we can begin purchasing?
A: Yes. You will have an itemized list of approval equipment to be purchased.

Q: Will the new extension process (project by project) apply to FY04?
A: Most likely (IF we receive an extension from DHS).

Q: Will the justifications for extensions still be required?
A: Absolutely.

Q: Will extensions be approved for Mobile Command Vehicles that cannot be delivered by the end of the performance period?
A: That will be determined on a case-by-case basis. Performance bonds are also an option.

Q: Is the training requirement (10%) for all funding sources (LETPP, SHSP, and UASI)?
A: Yes.

Q: Do we need a new Governing Body Resolution for each grant year?
A: Yes.

Q: Would it be considered a modification to move excess funds from one project into another?
A: Yes.

Q: How much notice will we receive before a monitoring visit?
A: About 30 days.

Q: How do the UASI's apply for the grant?
A: Through OHS (as the State Administrative Agency).

Q: When submitting for overtime reimbursements, does that need a signed timesheet?
A: Yes. We need the "wet" signature and so does the monitor.

Q: Where is the Statement of Certification for State Agencies located?
A: Page 37 (located in the middle of the Coversheet).

Q: What about previously funded projects – would that be OK to list as our needs?
A: Yes. That would be considered "sustainment" to complete those projects that were already started.

Q: Should we include supporting documentation in our application to support our "need?"
A: Absolutely.

Q: Is it OK to self-report and keep that documentation for the monitors and indicate that some findings are "unresolvable?"
A: Yes.

Q: When will there be monitoring training?
A: Hopefully August or September.

Q: Was there ever a resolution for what equipment need ID tags?
A: Items over $5000 need equipment tags.

Q: Do you want to know if we are buying 900 items of PPE?
A: Yes.

Q: If you have an equipment trailer, would the equipment stored inside the trailer be supplemental to the trailer?

A: Yes, and it should be inventoried as well. It behooves you to track each piece of equipment.

Q: Is the equipment "Deployed Location" going to be secure information – or can it be released via public information act requests?

A: We will look into that and get back to you; however, it will not be included when you submit your application.

Q: Is the federal guidance here at the workshop?

A: No. There is a link to the federal guidance from our website (www.homeland.ca.gov.).

Q: Is there a process for applying for the disencumbered funds?

A: If you have expended all of your previous homeland security funds, then you may send us an additional project list for our review.

Q: For modifications, can they be between projects, or items from cost savings, or what do you want to see?

A: Both of those examples are considered modifications. We need to see (and approve) any change to the original grant award.

Q: What about reimbursements for Golden Guardian?

A: If it has been submitted, then you will get a letter from OHS indicating it was approved and is being processed.

Q: If the project is for $1 million dollars, and we funded $800,000 dollars, what happens?

A: You will be asked to prune back the project to $800,000 OR use local funds to complete the project at the original $1 million.

Q: Can we use open grant dollars to pay for the "go back and sort out what was purchased" part of the grant?

A: Administering the grant would be considered Management and Administrative (M&A) costs.

Q: Does the equipment ledger allow sub-grantees to track equipment over time?

A: Yes.

Q: How will you handle shipping and sales tax?

A: Those amounts should be included in your original request.

Q: What if sub-grantees encounter a problem when purchasing out-of-state items and sales tax is not included?

A: You may need to include a "sales tax/shipping" category in the equipment ledger for those items.

Q: When a piece of equipment is at a certain location, does the OA have a responsibility to ensure that the equipment is indeed at that location?

A: Yes.

Q: For FY05, was equipment either Fisher or General?
A: Yes.